H NO: 26/4, 33rd Street
Opposite Florida Homes DHA 5 Karachi
03238227087
anjeely.khan26@gmail.com

Annie Khan

OBJECTIVE

As a young, dynamic & career – oriented person with high level of analytical skills willing to contribute in a Competitive Environment with equal opportunities and advancement for decision making necessary for the organizational growth.

SKILLS & ABILITIES

TECHNICAL SKILLS
TIME MANAGEMNET
DECISION MAKER
WORK UNDER PRESSURE
INTERNAL AUDITS
INTERPERSONAL SKILLS

PERSONAL SKILLS
DEVOTED
GOAL ORIENTED
HARD WORKER
TEAM LEADER
ORGANIZED

EXPERIENCE

FINANCE MANAGER - EXPRESS TV (LAKSON MEDIA)

From June 2014 Till To date.

Organize and maintain financial records for the Company, compile, verify, and analyze financial information and prepare financial reports and accounting statements.
Responsible for annual budgeting, budget Controlling, funds management, & cost analysis.
Responsible to financial accounting, Internal Auditing & Cash Flow.
Posting, checking & verification of all transactions and processing payments
Responsible for all filings and correspondence related to Federal And Provincial Tax Authorities
Preparation of all tax records on IRIS, SRB, FBR and PRA.
Prepare Monthly Trade Creditor Aging, Monitor and control the credit accounts
Coordinate & Assist External Audit Team for Annual Company Audit.
Handle the tasks of equity research and debt financings

FINANCE MANAGER – EVERNEW GROUP OF COMPANIES

From April 2009 Till June 2013

Responsible for Financial and Strategic Planning, Budget Management, costing & P&L Management.
Handled the tasks of managing financial accounting, Auditing & Cash Flow Management of the organization
Responsible for annual budgeting, budget Controlling, funds management, & cost analysis.
Responsible for analyzing market trends and competitors
Formulate long term and strategic business plans.
Prepare Monthly Trade Creditor Aging, Monitor and control the credit accounts

ASSISTANT MANAGER FINANCE - JCR-VIS

JCR-VIS
Credit Rating Co. Ltd

From April 2007 Till Aug 2008

Focus on Analysis of Financial Statement of all Listed companies of Pakistan
Rated Mutual Funds as per their financial position
Analysis Financial Statements of all Publics Listed Companies.
Work of Risk Assessment.
Prepare Ration Analysis for Company Ration with the help of Financial Ratios.
To prepare the monthly sales reports as directed

EDUCATION

MPHIL – IN FINANCE & INVESTMENT - CONTINUE
Karachi University- Karachi

CIMA – FINAL STAGE III - CONTINUE
Chartered Institute Of Management Accountants – London

MBA FINANCE FROM FEDERAL URDU UNIVERSITY KHI IN 2007
2 years Program, faculty of Business Administration

B.COM FROM KARACHI UNIVERSITY IN 2005
Faculty of Business Administration University of Karachi

BOARD OF INTERMEDIATE EDUCATION KARACHI IN 2001
Inter in Pre medical, Faculty of Medical Science

BOARD OF SECONDARY EDUCATION KARACHI IN 1999
In Faculty of Science

CERTIFICATION

From **Sindh Board Of Technical Education Karachi**
1 (1/2) year Diploma in computer science, in software technology. Comprehensive working background in MS – Office tools.
from **American Institute of Language Center**
One-year diploma in English Language

COMMUNICATION

Good Communications Skills,

ENGLISH Professional working proficiency

URDU Professional working proficiency

HOBBIES

Outdoors Camping, Sea Side, Driving,

EXTRA ACTIVITIES

PHYSICAL STATUS

Possess sound physique with good health

REFERENCES

References will be furnished upon demand and interview if required.